

B8595G

1.967

cop. 2

REPORT

of the

State Budget and Control Board

DIVISION OF GENERAL SERVICES

to the

General Assembly of South Carolina

For The Period Ending June 30, 1967

B8595G

1.967

cop. 2



S. C. STATE LIBRARY

Columbia, S. C., June 30, 1967

To the General Assembly of the State of South Carolina:

In accord with the several laws on this subject, the report of the Division of General Services for the fiscal year beginning July 1, 1966 is transmitted herewith to your honorable body.

The books, accounts, vouchers, cash balances, securities and total assets of all funds handled by this Division of the State Budget and Control Board have been thoroughly audited by the State Auditor's Office for the period July 1, 1966 to June 30, 1967.

Respectfully submitted,

THE STATE BUDGET AND CONTROL BOARD

ROBERT E. MCNAIR, Governor, *Chairman*

GRADY L. PATTERSON, JR., *State Treasurer*

HENRY MILLS, *Comptroller General*

EDGAR A. BROWN, *Chairman*
Senate Finance Committee

R. J. AYCOCK, *Chairman*,
House Ways and Means Committee

DIRECTOR'S STATEMENT

The most significant change in the Division of General Services was the addition of the office of State Fire Marshal, effective July 1, 1966. The Advisory Committee to the State Fire Marshal, appointed by Governor McNair, worked diligently reviewing regulations for buildings now in use. As the fiscal year ended the Committee was well along with its work and revised regulations can be filed with the Secretary of State in the fall.

Critical shortages of office space and parking areas prompted the Budget and Control Board to authorize a coordinated study of immediate and long range needs for housing central government and for off-street parking areas adjacent to the Capital complex. These findings can be presented to the General Assembly at its 1968 session.

The Division continues to grow as its services prove helpful to all agencies of State government. The Data Processing Unit began adjusting to meet the needs of the office of the Secretary of State in compiling voter registration lists. Orders were placed for more complex equipment to serve this purpose and to offer greater versatility in providing computer capabilities for other agencies.

Respectfully submitted,

Furman E. McEachern, Jr., Director
Division of General Services

ORDINARY SINKING FUND

This fund is derived from the rental and sale of public lands and chattels and is applicable to the payment of any of the existing bonded indebtedness of the State at the discretion of the Budget and Control Board.

Statement No. 1

ORDINARY SINKING FUND

Account Balance

June 30, 1967

Assets

Cash on Deposit—State Treasurer	\$ 10,028.17
Bonds and Securities	171,552.75
Accrued Interest Receivable	1,411.84
Total Assets	<u>\$182,992.76</u>

Liabilities and Fund Balance

Fund Balance, June 30, 1967	<u>\$182,992.76</u>
Total Liabilities and Fund Balance	<u>182,992.76</u>

Statement No. 2

ORDINARY SINKING FUND
Statement of Income and Expenses
July 1, 1966 to June 30, 1967

Income

Interest	\$ 6,294.54
Rents	4,466.62
Telephone Commission	408.91
Sale of Surplus State Property and Scrap	68,283.33
Total Receipts	<u>\$ 79,453.40</u>

Expenditures

Insurance—State Buildings	\$ 2,450.00
Surveys	565.00
Miscellaneous	144.15
Total Expenditures	<u>\$ 3,159.15</u>
Net Gain	<u>\$ 76,294.25</u>

STATE HIGHWAY SINKING FUND

The purpose of this fund is to provide for the retirement in part of State Highway indebtedness. Section 33-265 of the 1962 Code of Laws provides the formula for contributions. No payments into the fund from highway revenue were required during the year. Financial statements show how this account is held and invested.

Statement No. 3

HIGHWAY SINKING FUND

Account Balance

June 30, 1967

Assets

Cash on Deposit—State Treasurer	\$ 3,586.80
Bonds and Securities	14,439,000.00
Accrued Interest Receivable	102,895.84
Total Assets	<u>\$14,545,482.64</u>

Liabilities and Fund Balance

Fund Balance, June 30, 1967	\$14,545,482.64
Total Liabilities and Fund Balance	<u>\$14,545,482.64</u>

Statement No. 4

HIGHWAY SINKING FUND

Statement of Income and Expense

July 1, 1966 to June 30, 1967

Income

Interest	\$ 592,800.74
Bond Discount and Premiums—Net	(6,224.07)
Total Income	<u>586,576.67</u>

Expenditures

Total Expenditures	\$ 0.00
Net Gain	<u>\$ 586,576.67</u>

FUNDED DEBT SINKING FUND

This fund was created in 1943 for the purpose of liquidating principal and interest on all bonds evidenced in the Funded Debt of the State except Highway Certificates of Indebtedness and obligations of the South Carolina School Book Commission.

During the year, \$18,700.00 was paid on bonds and interest, reducing the indebtedness to \$37,593.43.

Statement No. 5

FUNDED DEBT SINKING FUND

Account Balance

June 30, 1967

Assets

Cash on Deposit—State Treasurer	\$	3,559.08
Bonds and Securities		153,254.00
Accrued Interest Receivable		1,086.80
Total Assets	\$	<u>157,899.88</u>

Liabilities and Fund Balance

Interest Outstanding-Full	\$	1,502.43
Bonds Outstanding		36,091.00
Total Liabilities	\$	<u>37,593.43</u>
Fund Balance, June 30, 1967		120,306.45
Total Liabilities and Fund Balance	\$	<u>157,899.88</u>

Statement No. 6

FUNDED DEBT SINKING FUND
Statement of Income and Expense
 July 1, 1966 to June 30, 1967

Income

Interest	\$	6,633.75
Total Income	\$	<u>6,633.75</u>

Expenditures

Miscellaneous Expense	\$	24.55
Total Expenditures	\$	<u>24.55</u>
Net Gain	\$	<u>6,609.20</u>

Statement No. 7

FUNDED DEBT SINKING FUND
Schedule of Bonds and Interest Outstanding
 June 30, 1967

	Principal	Interest	Total
The Citadel—4%	\$34,000.00	\$ 1,360.00	\$35,360.00
Teachers' Notes	2,091.00	142.43	2,233.43
Total	<u>\$36,091.00</u>	<u>\$ 1,502.43</u>	<u>\$37,593.43</u>

INSURANCE SINKING FUND

The State Insurance Program provides fire, extended coverage, boiler and sprinkler leakage insurance on all State, county, and public school buildings in South Carolina. Earthquake coverage is also provided for the State Ports Authority's properties. Insurance in force, almost \$900,000,000.00, is protected by a reserve of over \$22,000,000.00 in the Insurance Sinking Fund. Further protection of this risk is provided through reinsurance on fire, extended coverage and earthquake losses in excess of \$150,000.00 per occurrence; and boiler losses are reinsured for the first dollar of loss.

Insurance in force increased over \$100,000,000.00 over the preceding year. Engineering and inspection services are provided for all policy holders through the reinsurance program. A high degree of conformance to recommendations is achieved and it is apparent that much of this property is being maintained in excellent condition.

Balances of the Fund are invested in government securities and in loans to counties and to the State. Liquidity of the Fund is maintained through short term investments which provide a ready source of cash to meet needs as they arise. The following statement show activities of the Insurance program for the fiscal year:

Statement No. 8

INSURANCE SINKING FUND

Account Balance

June 30, 1967

Assets

Cash on Deposit—State Treasurer	\$ 156,995.66
Accounts Receivable	190,207.13
Boiler Loss Claims Receivable	907.76
Notes Receivable—Other	6,505,161.73
Notes Receivable—State	6,138,088.86
Bonds and Securities	10,642,741.75
Accrued Interest Receivable	317,124.16
Prepaid Insurance	90,691.00
Boiler Premium Refund Due	8,350.82
Total Assets	<u>\$24,050,268.87</u>

Liabilities and Fund Balance

Fire Losses Payable	\$ 19,825.00
Extended Coverage Losses Payable	10,070.40
Boiler Losses Payable	907.76
Deferred Premium Income	765,434.09
Total Liabilities	\$ 796,236.89
Fund Balance, June 30, 1967	23,254,031.98
Total Liabilities and Fund Balance	<u>\$24,050,268.87</u>

Statement No. 9

INSURANCE SINKING FUND

Statement of Income and Expense

July 1, 1966 to June 30, 1967

Income

Insurance Premiums—Fire and Extended Coverage	\$ 1,563,351.69
Insurance Premiums—Grain Elevator and Other	6,712.83
Interest Income—Notes and Securities	706,989.71
Interest Income—State Note	184,997.33
Interest Discount and Premium—Net	1,937.50
Total Income	<u>\$ 2,463,989.06</u>

Expenditures

Fire Losses	\$ 572,248.62
Extended Coverage Losses	70,951.95
Reinsurance Premiums—Ordinary	224,721.63
Boiler and Other Reinsurance	103,848.33
Appropriation for Administration	85,293.00
Other Expense—Research Report	4,500.00
Professional Fees	250.00
Total Expenditures	<u>\$ 1,061,813.53</u>
Net Gain—Operations	1,402,175.53

Fund Changes:

Losses Underestimated June 30, 1967	\$ (5,473.02)
Interest from State Building	
Fund on Treasury Bills	8,570.95
Fund Increase 1966-1967	<u>\$ 1,405,273.46</u>

Statement No. 10

INSURANCE SINKING FUND
Statement of Losses Incurred
July 1, 1966 to June 30, 1967

Loss	State	County	School	Total
Fire	\$120,886.57	\$ 10,596.44	\$507,994.48	\$639,447.49
Less Reinsurance	-----	-----	67,228.87	67,228.87
Net Fire Loss	\$120,886.57	\$ 10,596.44	\$440,765.61	\$572,248.62
Extended Coverage	\$ 29,851.79	\$ 12,963.00	\$ 28,137.16	\$ 70,951.95
Less Reinsurance	-----	-----	-----	-----
Net Extended Coverage Loss	\$ 29,851.79	\$ 12,963.00	\$ 28,137.16	\$ 70,951.95
Boiler	\$ 397.76	\$ 199.68	\$ 5,069.27	\$ 5,666.71
Less Reinsurance	397.76	199.68	5,069.27	5,666.71
Net Boiler Loss	\$.00	\$.00	\$.00	\$.00
Total Net Loss	<u>\$150,738.36</u>	<u>\$ 23,599.44</u>	<u>\$468,902.77</u>	<u>\$643,200.57</u>

Statement No. 11

FIRE LOSSES PAID FISCAL YEAR 1966-1967 **STATE PROPERTY**

Date	Institution	Property Damaged	Cause	Amount
April 8, 1966	University of South Carolina	Heating Plant	Unknown	\$ 144.15
April 16, 1966	Clemson University	Structural Science Building	Cigarette	726.72
June 6, 1966	Clemson University	Long Hall	Chemical Reaction	9,359.83
June 24, 1966	The Citadel	Quarters A-4	Grease	23.08
		Total Paid From 1965-1966 Reserve		\$ 10,253.78
July 29, 1966	South Carolina Area Trade School	Apartment (503)	Lightning	750.00
August 6, 1966	South Carolina Department of Mental Health	Dryer in Mills Building	Unknown	204.55
August 27, 1966	South Carolina Department of Corrections	Dairy Barn (B), Wateree Farm	Unknown	28,500.00
September 3, 1966	Crafts-Farrow State Hospital	Intensive Treatment Unit	Spontaneous Combustion	1,050.89
September 4, 1966	South Carolina Forestry Commission	Mess Hall, Kitchen, Burnt Gin, Sumter County	Lightning	8,500.00
October 17, 1966	Clemson University	Dairy Barn	Unknown	787.35
November 22, 1966	Clemson University	Equipment at Truck Equipment Station	Unknown	522.00
December 25, 1966	South Carolina School Book Commission	Books in Pine Grove School	Unknown	926.61
January 5, 1967	South Carolina Department of Corrections	Industrial Building	Unknown	198.86
January 8, 1967	Whitten Village	Rehabilitation Shop Building	Suspected Arson	69,601.01
January 21, 1967	The Citadel	Bond Hall	Unknown	111.42
January 23, 1967	South Carolina Department of Corrections	Shed-Garage at Walden Prison Farm	Unknown	424.65
January 31, 1967	South Carolina Department of Corrections	Barracks and Cell Block, Central Laundry Plant	Unknown	507.74
February 3, 1967	Crafts-Farrow State Hospital	Brooder House	Unknown	421.80
February 26, 1967	Whitten Village	Dwelling	Hot Grease	167.14
February 26, 1967	South Carolina School Book Commission	Books in Dunton Elementary School	Unknown	3,478.87
March 28, 1967	South Carolina School Book Commission	Books in Sterling High School	Unknown	1,401.68
April 6, 1967	South Carolina Forestry Commission	Fishing Cabin at Aiken State Park	Forest Fire	2,000.00
April 20, 1967	Winthrop College	Residence	Grass Fire	82.00
		Total Losses Paid—State Property—1966-1967		\$ 129,890.35

RECAPITULATION

Total Paid	\$129,890.35
Less Total Paid on 1965-66 Reserve	10,253.78
Plus 1966-67 Reserve—Unpaid	1,250.00
TOTAL LOSSES OCCURRING—STATE PROPERTY—1966-1967	\$120,886.57
Total Paid on 1965-1966 Reserve	\$ 10,253.78
Total Occurring and Paid 1966-67	119,636.57
TOTAL LOSSES PAID—STATE PROPERTY—1966-1967	\$129,890.35

Statement No. 11—Continued

FIRE LOSSES PAID FISCAL YEAR 1966-1967 **COUNTY PROPERTY**

Date	County	Property Damaged	Cause	Amount
April 19, 1966	Sumter	Health Center	Short in Wiring	\$ 102.00
May 15, 1966	Greenville	Stockade at Traveler's Rest Prison Camp	Lightning	47.29
		Total Paid From 1965-1966 Reserve		\$ 149.29
July 13, 1966	Charleston	Berkeley-Charleston-Dorchester Technical Education Center	Lightning	163.55
July 15, 1966	Laurens	Bailey Memorial Hospital	Unknown	200.00
August 10, 1966	Newberry	Court House	Bad Wiring	291.74
October 2, 1966	Aiken	Contents in Johnston Branch Library	Heater	806.56
November 20, 1966	Colleton	Court House	Unknown	5,564.52
January 8, 1967	Colleton	Colleton County Hospital	Cigarette	20.00
February 5, 1967	Newberry	J. F. Hawkins Nursing Home	Unknown	168.18
March 19, 1967	York	York County Technical Education Center	Lightning	281.89
		Total Losses Paid—County Property—1966-1967		<u>\$ 7,645.73</u>

RECAPITULATION

Total Paid	\$7,645.73
Less Total Paid on 1965-66 Reserve	149.29
Plus 1966-67 Reserve—Unpaid	3,100.00
TOTAL LOSSES OCCURRING—COUNTY PROPERTY—1966-1967	<u>\$10,596.44</u>
Total Paid on 1965-1966 Reserve	\$ 149.29
Total Occurring and Paid 1966-67	7,496.44
TOTAL LOSSES PAID—COUNTY PROPERTY—1966-1967	<u>\$7,645.73</u>

Statement No. 11—Continued

FIRE LOSSES PAID FISCAL YEAR 1966-1967 SCHOOL PROPERTY

Date	County	Property Damaged	Cause	Amount
February 16, 1966	Beaufort	Robert Small High Shop	Unknown	\$ 1,000.00
March 8, 1966	Dorchester	Ridgeville Elementary	Crack in Chimney	4,682.30
June 2, 1966	Georgetown	Rosemary High	Spontaneous Combustion	268.78
June 8, 1966	Lancaster	Indian Land Teacherage	Hot Grease	100.00
		Total Paid From 1965-1966 Reserve		\$ 6,051.08
July 3, 1966	Union	Administrative Building	Lightning	775.00
August 5, 1966	Charleston	John's Island High	Arson	860.14
November 6, 1966	Georgetown	Rosemary Elementary	Ruptured Oil Line	3,641.00
November 29, 1966	Greenville	Sue Cleveland Elementary Addition	Adjoining Fire	2,513.33
December 25, 1966	Kershaw	Pine Grove School	Unknown	24,500.00
January 8, 1967	Georgetown	Pleasant Hill Superintendent's Dwelling	Wiring	100.00
January 8, 1967	Georgetown	Pleasant Hill Superintendent's Dwelling	Wiring	532.58
January 15, 1967	Spartanburg	Campobello High and Elementary	Unknown	93,000.00
January 17, 1967	Dillon	Maple Elementary School	Wiring	3,892.80
February 3, 1967	Kershaw	Special Education Classroom (Jackson)	Wiring	1,200.00
February 26, 1967	Orangeburg	Dunton Elementary School	Unknown	213,750.00
March 8, 1967	Orangeburg	Norfield School	Oil ignited from Spark	716.10
March 24, 1967	Greenville	City View Warehouse	Unknown	35,000.00
March 24, 1967	Charleston	R. B. Stall High Addition	Adjacent Fire	405.47
March 28, 1967	Greenville	Sterling High School	Unknown	45,700.27
April 17, 1967	Florence	Lake City High Gym	Unknown	80,500.00
May 18, 1967	York	Clover High School	Unknown	822.79
		Total Losses Paid—School Property—1966-1967		\$ 514,020.56

RECAPITULATION

Total Paid	\$514,020.56
Less Total Paid on 1965-66 Reserve	6,051.08
Plus 1966-67 Reserve—Unpaid	25.00
TOTAL LOSSES OCCURRING—SCHOOL PROPERTY—1966-1967	\$507,994.48
Total Paid on 1965-1966 Reserve	\$ 6,051.08
Total Occurring and Paid 1966-67	507,969.48
TOTAL LOSSES PAID—SCHOOL PROPERTY—1966-1967	\$514,020.56

Statement No. 12

EXTENDED COVERAGE LOSSES PAID FISCAL YEAR 1966-1967

STATE PROPERTY

Date	Institution	Property Damaged	Amount
May 4, 1965	Opportunity School	Various Buildings	\$ 4,500.00
March 30, 1966	University of South Carolina	Undergraduate Library	538.36
May 9, 1966	Adjutant General	Lyman Armory	290.98
June 5, 1966	Employment Security Commission	Employment Security Building, Greenville, South Carolina	962.38
Total Paid From 1965-1966 Reserve			\$ 6,291.72
July 5, 1966	Area Trade Schools	Teacher's Apartments	147.78
July 5, 1966	Department of Education	Recreation Building, Future Farmers of America Camp	145.50
July 8, 1966	Clemson University	Dining Hall at Camp Bob Cooper	102.25
July 16, 1966	Department of Mental Health	Pineland	813.48
July 29, 1966	Aeronautics Commission	Hangar at Owens Field	2,950.00
August 10, 1966	Department of Corrections	Dwelling at Farm No. 1	4,250.00
August 16, 1966	Department of Corrections	Harbin's Women's Correctional Institution, Dining Hall and Kitchen	178.40
August 19, 1966	Adjutant General	Greer Armory	388.13
August 20, 1966	Department of Mental Health	Residence	345.00
August 21, 1966	John G. Richards School for Boys	Office Building	75.81
August 23, 1966	Department of Corrections	Electrical Distribution System	167.81
August 31, 1966	Clemson University	Field House and Gymnasium	290.00
September 2, 1966	Adjutant General	Hartsville Armory	18.60
September 2, 1966	The Citadel	Mark Clark Hall	433.02
September 19, 1966	Clemson University	Quarters No. 4, Camp Bob Cooper	24.12
September 21, 1966	Adjutant General	Ridgeland Vehicle Storage Building	1,250.38
February 15, 1967	Winthrop College	Student Union Building	180.00
March 12, 1967	S. C. Law Enforcement Division	New Headquarters Building	1,256.30
March 12, 1967	S. C. School for Girls	Kitchen, Dining Room & Auditorium	1,176.00
March 12, 1967	State Highway Department	District Office Building	75.00
March 12, 1967	State Highway Department	Equipment Repair Shop	237.21
April 22, 1967	State Forestry Commission	Hot Water Heater, Administration Building	109.91
May 7, 1967	State Forestry Commission	Wedgfield Nursery Packing House and Office	742.50
May 15, 1967	State Forestry Commission	Wedgfield Packing House, Office, Storage Garage and Shed	3,590.50
May 22, 1967	State Ports Authority	State Pier No. 8	726.00
June 2, 1967	Department of Corrections	Industrial Building	8,933.09
TOTAL LOSSES PAID—STATE PROPERTY—1966-1967			\$ 34,898.51

RECAPITULATION

Total Paid	\$34,898.51
Less Total Paid on 1965-66 Reserve	6,291.72
Plus 1966-67 Reserve—Unpaid	1,245.00
TOTAL LOSSES OCCURRING—STATE PROPERTY—1966-67	<u>\$29,851.79</u>
Total Paid on 1965-66 Reserve	\$ 6,291.72
Total Occurring and Paid 1966-67	28,606.79
TOTAL LOSSES PAID—STATE PROPERTY—1966-67	<u><u>\$34,898.51</u></u>

Statement No. 12—Continued

EXTENDED COVERAGE LOSSES PAID FISCAL YEAR 1966-1967

COUNTY PROPERTY

Date	County	Property Damaged	Amount
January 15, 1966	Greenwood	Greenwood Recreation Center	\$ 182.53
February 13, 1966	Aiken	Aiken County Hospital	54.96
May 3, 1966	Greenville	Greenville Technical Education Center	210.00
June 16, 1966	Georgetown	County Jail	47.90
Total Paid From 1965-66 Reserve			\$ 495.39
July 4, 1966	York	Children's Nature Museum	55.33
July 5, 1966	Greenwood	New Prison Utility Building	120.30
July 6, 1966	Spartanburg	Cold Storage Plant	12.50
July 6, 1966	Hampton	Hampton, Varnville New Health Center	97.00
July 9, 1966	Oconee	Chain Gang Camp—Pump	223.75
July 15, 1966	Greenwood	County Health Center	31.04
July 15, 1966	Oconee	Oconee Memorial Hospital	244.23
July 16, 1966	Bamberg	J. C. Kearsce Agricultural Building	2,148.69
July 16, 1966	Chester	Great Falls War Memorial	53.70
July 17, 1966	Union	Wallace Thompson Memorial Hospital	895.00
July 17, 1966	Sumter	Clemson University Extension Center	1,285.26
July 22, 1966	Richland	Richland-Lexington Airport Commission, Sewage Disposal Plant	97.09
July 29, 1966	Greenwood	Lander College, President's Home and Chipley Hall	112.58
August 16, 1966	Sumter	Court House	1,664.15
August 25, 1966	Greenville	Stroud Memorial Hospital	38.85
September 2, 1966	Spartanburg	Spartanburg Public Library	28.33
September 15, 1966	Richland	Columbia Hospital, Educational Building	414.22
October 13, 1966	Edgefield	Court House	133.30
October 19, 1966	Greenville	Greenville Technical Education Center	346.39
October 21, 1966	Florence	Health Center	45.17
November 19, 1966	Greenville	Health Center	537.00
December 9, 1966	Greenwood	Court House	252.49
January 3, 1967	Charleston	Charleston County Hospital	176.00
January 5, 1967	Darlington	Hartsville Community Center Building Commission, Office and Theater Building (A)	340.42
January 27, 1967	Sumter	Sumter Area Technical Education Center	12.06
March 12, 1967	Lexington	Lexington County Community Building Gym	1,299.20
March 12, 1967	Lancaster	Gardner Nursing Home	20.00
March 12, 1967	Lancaster	Several Buildings at County Farm	620.39

April	7, 1967	Dillon	Dillon County Rural Fire Station	100.00
May	6, 1967	Barnwell	Barnwell County Hospital	112.21
May	12, 1967	Colleton	Colleton County Health Center	50.15
May	18, 1967	McCormick	Court House	106.20
TOTAL LOSSES PAID—COUNTY PROPERTY—1966-1967 ..				<u>\$ 12,168.39</u>

RECAPITULATION

Total Paid	\$12,168.39
Less Total Paid on 1965-66 Reserve	495.39
Plus 1966-67 Reserve—Unpaid	1,290.00
TOTAL LOSSES OCCURRING—COUNTY PROPERTY—1966-67	<u>\$12,963.00</u>
Total Paid on 1965-66 Reserve	\$ 495.39
Total Occurring and Paid 1966-67	11,673.00
TOTAL LOSSES PAID—COUNTY PROPERTY—1966-67	<u>\$12,168.39</u>

Statement No. 12—Continued

EXTENDED COVERAGE LOSSES PAID FISCAL YEAR 1966-1967
SCHOOL PROPERTY

Date	Institution	Property Damaged	Amount
June 29, 1965	Greenville	Nicholtown Junior and Senior High	\$ 373.77
February 13, 1966	Florence	Cranton Elementary and Carver Elementary	50.00
February 16, 1966	Oconee	Fair Play Elementary	59.96
March 27, 1966	Spartanburg	Glendale Elementary	222.86
March 29, 1966	Orangeburg	Vance Elementary	245.11
May 4, 1966	Newberry	Dwelling, 1907 Nance Street	48.00
May 9, 1966	Anderson	West Market Elementary Addition	72.00
May 19, 1966	York	Fort Mill High	200.00
May 21, 1966	Georgetown	Parkersville	167.60
May 26, 1966	Lee	Dennis High and Elementary	528.59
June 4, 1966	Kershaw	Kirkland Elementary	140.72
June 10, 1966	Greenville	West Greenville Elementary	185.18
June 20, 1966	Georgetown	Rosemary Administration and Cafeteria	1,970.78
June 25, 1966	Abbeville	Sharon Residence	96.00
June 26, 1966	Pickens	Albert R. Lewis Elementary	79.17
Total Paid From 1965-66 Reserve			\$ 4,439.74
July, 1966	Richland	Several Buildings	566.24
July 4, 1966	Kershaw	Hickman Elementary	94.60
July 10, 1966	Oconee	West Union School	46.96
July 12, 1966	Lee	Lynchburg High and Elementary	46.00
July 14, 1966	Beaufort	M. C. Riley High and Elementary	39.41
July 15, 1966	Spartanburg	Saxon Elementary and Lunchroom	126.77
July 15, 1966	Lancaster	Indian Land Addition	5,577.00
July 16, 1966	Richland	Keenan Junior High Administration	550.00
July 21, 1966	Richland	Lower Richland Classroom Wing	46.75
August 15, 1966	Greenville	Arrington Elementary Cafeteria and Classrooms	269.58
August 15, 1966	Lexington	Irmo High	218.79
August 15, 1966	Anderson	West Pelzer Elementary	275.00
August 20, 1966	Oconee	Salem High and Elementary	234.42
August 23, 1966	Dorchester	Jenkins Hill and Harleyville Ridgeville High	1,842.40
August 26, 1966	Lancaster	Clinton Elementary	286.89
August 30, 1966	Florence	Poynor Junior High	204.11
September 4, 1966	Newberry	Reuben Elementary School	45.32
September 4, 1966	Chesterfield	Ruby Gymnasium	125.00
September 10, 1966	Greenville	Beck Junior and Senior High	640.85
September 12, 1966	Florence	Hannah Elementary	80.34
September 18, 1966	Spartanburg	Dorman High	123.05
September 19, 1966	Spartanburg	Cowpens High, Cowpens Elementary and Clifton Elementary	185.79
September 20, 1966	Charleston	Moultrie High	856.10
October 3, 1966	Georgetown	Winyah Superintendent's Dwelling	46.00
October 8, 1966	Greenville	Laurel Creek Elementary School	585.67
October 22, 1966	Florence	Brockington Elementary	12.04

October	31, 1966	Greenville	Gower Elementary	130.45
October	31, 1966	Greenville	Nicholtown Elementary	237.54
October	31, 1966	Richland	South Kilbourne Road School and Francis W. Bradley School	119.84
November	6, 1966	Richland	Alcorn Junior High and Olympia Elementary	179.22
November	12, 1966	Pickens	Easley Cannery	29.03
December	7, 1966	Greenwood	Ware Shoals Public School No. 1 and Gym	1,300.00
December	18, 1966	Anderson	Pelzer Grammar School	100.00
December	22, 1966	Florence	Trinity Teacherage	160.00
December	26, 1966	Newberry	Newberry High	206.00
January	1, 1967	Sumter	Hillcrest High, Elementary and Cafeteria	47.57
January	21, 1967	Laurens	Providence Elementary, Clinton Junior High, Bell Street High and Clinton High	211.25
January	27, 1967	Anderson	Caroline Elementary	75.00
February	1, 1967	Barnwell	Macedonia High	44.32
February	2, 1967	Pickens	Easley Junior High	45.00
February	4, 1967	Greenville	Parker High	35.00
February	28, 1967	Richland	Brennen and Heyward Gibbes	114.14
March	4, 1967	York	Sylvia Circle Elementary	109.61
March	12, 1967	Richland	Saxon School and Hamrick	105.24
March	12, 1967	Lexington	Dutch Fork, Irmo Elementary and Richlex High and Elementary	443.50
March	12, 1967	Laurens	Mountville Elementary	440.00
March	12, 1967	Lexington	Irmo Athletic Dressing Room, Vocational Building and Seven Oaks School	1,010.80
March	12, 1967	Lee	Several Schools	2,370.61
March	24, 1967	Florence	Administration	29.63
March	25, 1967	Sumter	Hillcrest High, Elementary and Cafeteria	192.00
April	3, 1967	Lexington	Richlex High and Elementary	59.32
April	7, 1967	Greenville	Greenville Junior High	47.99
April	7, 1967	Greenville	Westville Elementary School	314.17
April	23, 1967	Union	Poster Park Elementary	186.56
May	7, 1967	Lexington	Claude A. Taylor Elementary Addition	409.00
May	13, 1967	Anderson	Zion Teacherage Pump	253.89
May	20, 1967	Kershaw	Jackson Grammar No. 1	18.70
May	21, 1967	Charleston	Brentwood Elementary Addition	225.00

TOTAL LOSSES PAID—SCHOOL PROPERTY—1966-1967 .. \$ 26,815.20

RECAPITULATION

Total Paid	\$26,815.20
Less Total Paid on 1965-66 Reserve	4,439.74
Plus 1966-67 Reserve—Unpaid	5,761.70
TOTAL LOSSES OCCURRING—SCHOOL PROPERTY—1966-67	\$28,137.16
Total Paid on 1965-66 Reserve	\$ 4,439.74
Total Occurring and Paid 1966-67	22,375.46
TOTAL LOSSES PAID—SCHOOL PROPERTY—1966-67	\$26,815.20

Statement No. 13

INSURANCE IN EFFECT JUNE 30, 1967

State Property

Adjutant General, State	\$ 5,628,875.00
Aeronautics Commission, State	300,400.00
Alcoholic Rehabilitation Center, State	323,200.00
Agriculture, State Department of	58,500.00
Agricultural Marketing Commission	816,725.00
Archives Department, South Carolina	430,000.00
Budget and Control Board, Division of General Services	14,525,344.00
Citadel, The Military College of South Carolina	18,815,100.00
Clemson University	54,973,741.00
John de la Howe School	1,639,000.00
Deaf and Blind School	3,991,056.00
Education, Committee for Technical	891,897.00
Education, State Department of	3,100,818.00
Educational Finance Commission	2,747,585.00
Educational Television Commission	1,319,704.00
Employment Security Commission	882,420.00
Forestry Commission of South Carolina	4,474,761.00
Governor's House and Contents in Governor's Office	247,000.00
Health, State Board of	122,100.00
Highway Commission, South Carolina State	4,336,000.00
Law Enforcement, Division of, State	308,000.00
Library Board, State	29,500.00
Medical College of South Carolina	14,466,500.00
Opportunity School	1,056,195.00
Penitentiary, State Department of Corrections	6,916,738.00
Ports Authority, South Carolina, State	22,240,666.00
Richards, John G. Industrial School	1,179,750.00
Riverside School for Girls	1,068,500.00
South Carolina Retarded Children's Rehabilitation Center	4,720,098.00
South Carolina School for Boys	1,280,766.00
South Carolina School for Girls	481,090.00
South Carolina State School Book Commission	6,500,000.00
Sanatorium, South Carolina	2,862,000.00
State College, South Carolina	12,260,137.00
State Hospital, South Carolina	24,720,766.00
Tax Commission, South Carolina	60,000.00
University of South Carolina	52,404,965.00
Whitten Village	8,689,242.00
Wildlife Resources Department	370,100.00
Winthrop College	14,472,434.00
Total	<u>\$295,711,673.00</u>

Statement No. 14

INSURANCE IN EFFECT JUNE 30, 1967

	County Property	Public Schools
Abbeville	\$ 1,885,250.00	\$ 3,999,226.00
Aiken	3,421,400.00	18,882,377.00
Allendale	1,011,924.00	1,767,050.00
Anderson	10,201,454.00	20,946,181.00
Bamberg	1,117,850.00	2,729,350.00
Barnwell	2,045,300.00	4,971,020.00
Beaufort	3,865,848.00	5,698,205.00
Berkeley	1,032,650.00	8,156,884.00
Calhoun	359,350.00	2,089,950.00
Charleston	9,600,598.00	40,588,976.00
Cherokee	2,788,488.00	6,792,317.00
Chester	3,234,958.00	5,571,013.00
Chesterfield	1,265,850.00	7,103,859.00
Clarendon	282,750.00	3,543,950.00
Colleton	2,808,000.00	4,715,232.00
Darlington	2,531,216.00	9,366,580.00
Dillon	366,550.00	5,220,454.00
Dorchester	952,350.00	4,370,720.00
Edgefield	267,900.00	2,623,000.00
Fairfield	1,283,009.00	2,999,215.00
Florence	2,585,067.00	17,851,968.00
Georgetown	931,058.00	6,955,470.00
Greenville	8,813,001.00	42,394,461.00
Greenwood	6,216,876.00	10,006,686.00
Hampton	955,900.00	3,643,600.00
Horry	4,927,631.00	13,522,080.00
Jasper	181,300.00	2,835,475.00
Kershaw	3,182,317.00	7,358,064.00
Lancaster	694,600.00	8,751,053.00
Laurens	2,644,850.00	6,400,484.00
Lee	667,437.00	2,602,840.00
Lexington	3,044,645.00	11,164,108.00
McCormick	226,500.00	1,349,280.00
Marion	2,726,770.00	6,086,127.00
Marlboro	312,700.00	5,592,265.00
Newberry	1,468,525.00	4,659,440.00
Oconee	5,138,968.00	6,161,887.00
Orangeburg	4,131,100.00	14,770,086.00
Pickens	1,015,600.00	11,977,671.00
Richland	10,867,294.00	41,966,181.00
Saluda	278,700.00	1,521,050.00
Spartanburg	10,840,920.00	30,911,499.00
Sumter	3,435,225.00	12,984,778.00
Union	3,949,845.00	6,412,675.00
Williamsburg	2,184,350.00	6,428,250.00
York	2,103,762.00	16,270,975.00

Total	\$133,847,636.00	\$462,714,012.00
-------------	------------------	------------------

TOTAL INSURANCE IN EFFECT JUNE 30, 1967

State Property	\$295,711,673.00
County Property	133,847,636.00
School Property	462,714,012.00
	<u>\$892,273,321.00</u>

BUILDINGS AND GROUNDS

The budget for maintenance and operation of the Capital complex buildings amounted to \$1,133,271.09. Of this amount, \$355,957.26 was applied to principal and interest of the loan with the Insurance Sinking Fund. Salaries and wages amounted to \$404,675.85; water, electricity and fuel amounted to \$297,720.50 of the total, and general repairs and repairs to the State House were budgeted at \$78,980.96. Supplies, equipment, insurance, etc., cost approximately \$71,000.00.

Many renovations were undertaken during the year to improve conditions of State property and to provide additional space for growing agencies. A more systematic preventive maintenance program has been formulated which includes the repainting of all offices by Buildings and Grounds personnel. Due to the increase in carpet installation by State agencies, an experienced carpet installer was employed. Carpet installations and repairs in all State office buildings, including the State House, are now being completed by Buildings and Grounds personnel.

The Travel and Information Division of the State Development Board expanded its facilities in the basement of the Wade Hampton Building. This included the construction of a complete film processing laboratory and film viewing facilities. A portion of the ground floor of the State House was renovated for the relocation of the Governor's Office from the Hampton Building and the expansion of facilities in the House of Representatives. This renovation provided the Governor's Office with much needed additional office space. The office space in the Wade Hampton Building released by the Governor's Office was redesignated and renovated for the Secretary of State.

A Data Processing center for the Division of General Services was designed and constructed by the Building and Grounds personnel in the basement of 300 Gervais Street. New shelving was erected in the basement of the Records Center to provide for the rapid expansion of this operation. The property at 1000 and 1004 Bull Street was acquired by the State. The buildings at 1004 and 1011 Bull Street were demolished and the lots were paved for additional parking facilities. The apartment building at 1000 Bull Street was completely renovated by this unit for use as office space. A complete landscaping plan was drawn for the

Governor's Mansion. This includes an underground sprinkler system and new servants quarters. All construction is being done by the Department of Corrections.

The Security Supervisor is now responsible for all State property in the Capital complex, including the State House. Additional security officers were employed to provide better security in the State office buildings.

The Janitorial Section of this unit is now equipped to handle any cleaning requirement in the State office buildings. Carpet cleaning and static-proofing, which was formerly sub-contracted, is now completed by Buildings and Grounds personnel. A new program of hard floor maintenance has been initiated in the State office buildings. This includes the refinishing and sealing of all terrazzo and concrete floors and stairs. Several State institutions, including the University of South Carolina, Department of Corrections and State Law Enforcement Division were assisted in formulating Sanitation Maintenance Programs.

Work outlined in the paragraphs above was additional to normal maintenance operations. In addition to the care of grounds and routine cleaning of buildings each day, personnel answered approximately 950 service calls each month. They were responsible for off season cleaning and checking of air conditioning equipment and boilers and flues in heating equipment.

Statement No. 15

STATE BUILDING FUND
June 30, 1967

Fund Total

Authorized—Note Payable to Insurance Sinking Fund	At 3.50 interest for 25 years	\$6,500,000.00
Add Interest on Investments		8,570.95
Total		\$6,508,570.95

Expenditures by Buildings

Hampton		\$ 328,031.64
Calhoun		511,919.59
Heyward		25,847.85
Lynch		148,744.17
Middleton		363,810.99
Rutledge		3,522,453.08
1416 Senate Street		5,662.64
State House		232,847.98
Sims	2,107,024.99	\$2,094,805.68
Less: Federal Reimbursement	757,419.99	1,337,385.69

Total Expenditures:

Buildings	6,476,703.63	6,490,239.24
Investment Income To Insurance Sinking Fund	8,570.95	6,485,274.58

Fund Balance, June 30, 1967 \$ 23,296.37 9,760.76

Building Fund Note Payable to State Insurance Sinking Fund

Total Amount of Note \$6,500,000.00

Principal Payment

1965-66	190,951.21	
1966-67	170,959.93	361,911.14
1967-68	139,138.65	551,049.87

Note Balance, June 30, 1967 \$6,138,088.86

Statement No. 16

STATEMENT SHOWING MONTHLY SETTLEMENTS UNDER
STATE CONTRACT WITH SOUTH CAROLINA ELECTRIC AND
GAS COMPANY FOR FISCAL YEAR

June 30, 1967

	Paid by State to Power Company	
July, 1966	\$ 1,722.83	1,820.47
August, 1966	1,871.44	1,844.18
September, 1966	1,404.63	1,294.22
October, 1966	772.17	925.54
November, 1966	316.45	707.67
December, 1966	432.57	699.32
January, 1967	659.09	1,117.27
February, 1967	997.73	1,215.06
March, 1967	763.46	781.11
April, 1967	1,168.58	937.07
May, 1967	1,220.49	1,240.31
June, 1967	1,941.22	1,869.56
Total	\$13,270.66	14,451.78

Statement No. 17

STATE ELECTRICIAN
FINANCIAL STATEMENT

Accounts Receivable—July 1, 1966 \$ 1,684.37

Sales:

Electricity	\$107,000.68	
Water	103,505.91	210,506.59

Total Balance and Sales		<u>\$212,190.96</u>
-------------------------------	--	---------------------

Remitted to State Treasurer		\$189,745.58
-----------------------------------	--	--------------

Accounts Receivable—June 30, 1967		<u>22,445.38</u>
---	--	------------------

Total Remittance and Balance		<u><u>\$212,190.96</u></u>
------------------------------------	--	----------------------------

CENTREX TELEPHONE SYSTEM

During the year additional State agencies in the Columbia area were added to the Centrex Telephone System. Over seventy-five State agencies and institutions participate in the central system that is providing efficient telephone service for State Government.

As of June 30, 1967, there were 2,135 main line and extension phones in the Centrex Exchange. This is an increase of about 400 phones over the previous year. This increase was caused by additional agencies being included in the system, and by the expansion of State agencies already in Centrex.

The exchange is located in a building behind the Lynch Building and is handled by three telephone operator positions.

A State telephone directory is published annually by this Division that lists all State agencies included in the system as well as other agencies located in the Columbia area.

The greatest reduction in cost from the Centrex System comes from the use of Wide Area Telephone Service (WATS) lines. During the year 87,890 intra-state calls amounting to 468,497 minutes were handled by these lines during normal business hours. This is approximately a fifteen per cent increase over the previous year. Based on toll charges for similiar calls this would amount to an annual reduction in cost of over \$80,000.

DATA PROCESSING UNIT

During the fiscal year 1966-67, the Data Processing Unit performed services for the following agencies: Department of Corrections; Department of Agriculture; Sumter Child Study Project; Department of Insurance; State Auditor; Beaufort County; Aiken County; Commission for the Blind; Secretary of State's Office; Mental Health Commission; Probation, Parole and Pardon Board; State Library Board; Wildlife Resources Department; State Hospital; State Retirement; and Division of General Services.

Applications that began during the year include:

Game Management Survey — Wildlife Department
Warehouse Insurance Reports — Department of Agriculture
Real Estate Inventory — Aiken County

Fish Studies — Wildlife Department
 Egg Inspection — Department of Agriculture
 Seed Application and Licenses — Department of Agriculture
 Fish Statistics — Bears Bluff Laboratories
 Renewal of Insurance Agents Licenses — Department of
 Agriculture
 Tabulation and Analysis of a Tobacco Survey — Department
 of Agriculture

New Computer Programs written during the year include:

Inmate Credit Time (Department of Corrections); Patient File Corrections (Mental Health); Cotton Inventory (Department of Agriculture); Tabulation of Teachers and Employees in three group breakdowns on retirement numbers and complete listing on Teachers and Employees (Retirement System); Retirement Investment for the Office of the State Auditor; Patient Research (State Hospital); Prisoner Information Bureau (Department of Corrections).

A meeting was held with staff members of Pineland State Training School and Hospital to determine the feasibility of using the computer to assist in a new research program.

Meetings were held with the following agencies to discuss the use of Data Processing services: Williamsburg County; Commission for the Blind; and Secretary of State.

Insurance Department records were converted into data processing cards. A new system was completed in October, 1966, which allowed the addition of Zip Codes to name and address files already on Data Processing cards. The first practical use of the Zip Code System was made when the Data Processing Unit reproduced files of the Wildlife Resources Department, Boating Division, specifically for the purpose of adding Zip Codes.

Payroll programs (payroll voucher, insurance report, payroll proof, quarterly social security and retirement report) were completed. Payroll for day laborers and night janitors by the computer began in October, 1966, on a permanent basis. This was the first completely automated payroll procedure. Preparation of the bi-weekly payroll solely by the computer began in January. The payroll was prepared by the computer to compare with the manually prepared copy to insure accuracy.

Tax return forms were prepared on the computer for Beaufort County. This was a portion of the entire Beaufort County Tax Programs which were all completed by the computer. Officials of Aiken County and the City of Aiken discussed the possibility of the Data Processing Unit preparing tax rolls for the city and county.

The Property Inventory Control Program for General Services was completed during the month of August, 1966.

Personnel of the Data Processing Unit programming staff attended the IBM school in Atlanta, Georgia to learn Autocoder Programming Language. Later several of the programmers attended the Cobol Seminar also in Atlanta.

The Data Processing Unit will replace the present 1401 computer system with the IBM System/360. Personnel attended instructional classes in programming for the IBM System/360 at the IBM Educational Center in Atlanta, Georgia.

The Data Processing Unit began discussions with members of the IBM Staff to formulate plans and methods for converting to the IBM System/360 from the present 1401 computer system.

In April, 1967, the programming staff began rewriting programs for use on the 360 computer, and some of the previously converted programs were tested in Atlanta.

STATE FIRE MARSHAL'S OFFICE

On July 1, 1966, the State Fire Marshal's Office was transferred to the Budget and Control Board to function as an independent agency under the Division of General Services. The chief objective of the Fire Marshal's Office is to reduce life-loss, expense and damage to property as a result of fire throughout the state. The Fire Marshal's Office is continuously striving toward the goal of decreasing these needless losses through fire prevention.

The Fire Marshal's Office employs eight Deputy State Fire Marshals; one Chief Deputy and seven Deputies. These Deputies make fire safety inspections of public buildings and give recommendations to correct hazardous deficiencies found in these buildings. Each of the State Fire Marshal's Deputies work with a specific number of counties in his area.

Inspections for the fiscal year, July 1, 1966, through June 30, 1967, are shown as follows:

Schools and Colleges	1,678
Hotels and Motels	336
Hospitals, Nursing Homes, Rest Homes and Boarding Homes	601
Foster Homes, Day Care Nurseries and Kindergartens	461
Miscellaneous Inspections	8,125
Conferences and Safety Programs	4,726

In addition to the inspection program, the Fire Marshal's Office employed an additional Deputy State Fire Marshal to serve in the capacity of Director of Training for hospital and nursing home personnel throughout the state. In connection with this program, a Fire Safety Pre-Planning Guide has been compiled and distributed to all such institutions. The Pre-Planning Guide points out that a fire or similar emergency in a hospital or nursing home requires instant action on the part of the employees of the institution. It further points out the key to effective action, during such emergencies, is training of personnel to initiate counter measures immediately at the point of danger. Such training must aim at developing proficiency in the performance of three main maneuvers:

1. Removal of patients.
2. Fighting fires.
3. Starting evacuation procedures.

In further connection with the training program, the State Fire Marshal issues a certificate of training and person identification cards to be awarded upon completion of training in these procedures.

The number of safety programs conducted from the initiation of the program on October 17, 1966, through June 30, 1967 is shown as follows:

Number of Hospitals	30
Number of Nursing Homes	17
Fire Drills	8
Fire Plans Revised	23
New Plans Drafted	3
Total Number of Programs	127
Total Attendance	4,077

Fire departments all over the state ask for membership in the South Carolina State Firemen's Association every year. The Fire Marshal's Office gives assistance in certifying and recommending fire departments for membership.

The Fire Marshal's Office has a film library, which is open to fire departments, hospitals and nursing homes, schools, clubs and other such organizations. This film library now has a total of 16 films, available upon request.

RECORDS MANAGEMENT

In 1964, a building was purchased by the State to be used to store non-current or semi-active records for State agencies. These records are ones that may only need to be referred to once or twice per month per file drawer. The Records Center can store these records for a cost, to the agencies, of \$0.17 per cubic foot. This is the cost for the very inexpensive storage boxes. The total cost to store the boxes is estimated to be \$0.63 per cubic foot per year, compared to \$3.60 per cubic foot in office space. Therefore, the Records Center can reduce the cost of storing records by \$2.97 per cubic foot per year. It would require about 2000 four drawer filing cabinets, at a cost of nearly \$174,000.00, to file the estimated 12,000 cubic feet of records stored on the first floor of the Records Center. Using the cost data above, it would cost approximately \$35,640.00 more per year in addition to the filing cabinets to store these records in office space.

The Records Center has nearly doubled its storage space by the installation of shelves in the basement. This should provide an equivalent cost reduction to the State. Also, file cabinets released by the transfer of records to storage boxes can be used for filing of current records in State offices.

The Records Center provides agencies reference service on records in addition to storing them. If they need certain records, the agency can either ask for the information over the telephone, or ask for the record to be returned to them. The record can be refiled after the agency has obtained the needed information from the record. The records sent to the Records Center by an agency are kept confidential.

Under the Records Management Program, each agency will eventually have a schedule set up so that the retention period for the records will be determined. Once this is done, the records

will be destroyed after a stated period of time, or sent to the Archives as records of historical value. This system will create a continuous flow of records from the agency to the Records Center and finally to disposal.

In May of this year, Records Center personnel attended the Second Annual Tri-State Archives and Records Conference. This conference was sponsored by the Society of American Archivists and the National Archives and Records Service in cooperation with South Carolina, North Carolina and Georgia. Many State agency heads attended this conference and as a result several requested assistance in their Records Management Program. The request indicated a most significant need in Files Management. A Files Improvement Workshop has been planned for the fall. This Workshop will be held in cooperation with the Department of Archives and History and the National Archives and Records Service. Other needs have been indicated in Forms Management, Correspondence Management, Source Data Automation and other related subjects.

In addition to storing records in their original form, the Records Center has a limited microfilm capability. Records can be filmed and developed by the Records Center and copies can be made from the film, if needed. Microfilming is less expensive than photocopying to reproduce relatively large volumes of records. If a copy of a large file is needed, it is cheaper to microfilm than photocopy the original file. Sometimes copies are needed for security purposes. These records can be microfilmed and kept in another location and require a small amount of space. Microfilming is also used to preserve papers from destruction or deterioration. This can be used for historical papers. A record can be stored in its original form in the Records Center for a period in excess of 20 years for the cost of microfilming. However, for reasons stated, the expense factor is not always the deciding one. When microfilming is justified, the Records Center can do it at cost for the State agencies. This year the Records Center microfilmed 95 rolls and developed 253 rolls of film at a cost of only \$1,274.54. In comparison a commercial firm would have charged approximately \$2,124.23.

This year the Records Center received 3,136 cubic feet of records, had 5,474 reference calls, refiled 5,962 records and interfiled 1,616 records. Twenty-six hundred cubic feet of records no longer of administrative value were approved by the Budget

and Control Board for disposition; those of permanent value were transferred to the State Archives and the balance destroyed.

As of June 30, 1967, 12,136 cubic feet of records were stored in the Records Center compared with 10,995 cubic feet as of June 30, 1966.

MOTOR POOL

The Division continues to operate a small motor pool. There are 17 passenger automobiles in the pool which are available to State agencies at a mileage rental charge below the statutory allowance of nine cents a mile. The charge is sufficient to take care of operating costs and depreciation. A majority of the vehicles in the pool are permanently assigned to using agencies. The needs of agencies far exceeds the number of vehicles in the pool.

STATE PRINTING

The Printing Office continues to work in close cooperation with all State agencies and departments. Competitive bids on printing needs are received regularly at least three times each week.

The economic growth and continued expansion of our State is somewhat reflected by its printing requirements. The tabulation below shows the number of individual printing contracts awarded each month during the 1966-67 fiscal year and the monetary value of these contracts.

<i>Month</i>	<i>Number of Contracts</i>	<i>Total Values</i>
July	200	\$ 58,655.28
August	202	71,624.08
September	201	38,673.17
October	147	31,108.39
November	322	72,329.78
December	116	41,777.54
January	197	49,265.02
February	159	26,788.53
March	158	30,189.47
April	210	150,279.80
May	200	158,523.49
June	146	32,815.34
	<hr/> 2,258	<hr/> \$ 762,029.89

There was a 20% increase in the number of contracts awarded during the 1966-67 fiscal year (2258) over the prior year (1887).

The monetary value of these contracts increased 25%—\$762,029.89 (1966-67) as compared to \$607,821.70 (1965-66).

The State Printing Officer approved invoices for printing prior to payment by the Comptroller General, as indicated in the following table:

<i>Month</i>	<i>Printing Approvals</i>	<i>Amount</i>
July -----	157	\$ 51,519.36
August -----	282	142,170.55
September -----	271	37,918.52
October -----	309	89,234.39
November -----	171	33,929.21
December -----	268	45,456.15
January -----	255	90,546.81
February -----	232	56,150.16
March -----	312	89,230.36
April -----	388	108,211.26
May -----	331	101,735.02
June -----	346	126,730.11
	<hr/>	<hr/>
	3,322	\$ 972,831.90

The number of printing approvals (3322) for the 1966-67 fiscal year compares with 2583 for 1965-66—an increase of 29%. The value increased 31%—\$972,831.90 (1966-67); \$741,117.78 (1965-66).

Office supplies approved by this office for payment by the Comptroller General were as follows:

<i>Month</i>	<i>Offices Supplies Approvals</i>	<i>Amount</i>
July -----	783	\$ 67,049.46
August -----	1,144	361,930.30
September -----	1,004	82,979.89
October -----	947	119,980.64
November -----	797	93,664.05
December -----	815	123,960.43
January -----	955	129,444.45
February -----	1,009	81,424.96
March -----	1,131	67,001.51
April -----	813	54,350.12
May -----	1,031	59,265.04
June -----	1,099	81,966.99
	<hr/>	<hr/>
	11,528	\$1,323,017.84

Office supplies approvals increased 4% during the 1966-67 fiscal year over the prior year—11,528 as compared to 11,086. The value of these supplies increased 51%—\$1,323,017.84 as compared to \$873,489.52.

The monetary value of yearly contracts for the 1966-67 fiscal year for printing and mailing the Market Bulletin for the State Department of Agriculture amounted to \$55,981.77; for business license, beer and wine, soft drinks and alcoholic liquor tax stamps for the South Carolina Tax Commission, \$120,587.96 and for tax receipts, tax returns, tax execution books, auditor's duplicate sheets and treasurer's duplicate sheets furnished by the Comptroller General to the various counties, \$73,333.84.

The amount of \$200,123.39 was expended on the public printing contract for legislative printing and the publication of annual reports of the various State agencies and departments; however, this figure does not represent the total expense, inasmuch as the legislative session was so lengthy all of the printing could not be completed before the end of the fiscal year.

OFFICE SUPPLIES

Since the establishment of the Office Supply Unit in July, 1964, this Department has had tremendous growth. Operating with a revolving fund of \$30,000.00 for the purchasing and maintaining of adequate stock of supplies, sales have increased from \$500.00 a month from the outset to \$7,400.00 a month at the end of fiscal year. Continual growth in sales is anticipated as participation and volume demands by State Departments are increasing monthly. By volume buying, on contract prices, each State agency has the advantage of great savings and fast delivery, no matter how small their needs may be.

The Unit provides messenger service for agencies requesting records for reference from the Records Center Unit. The messengers make bank deposits, deliver vouchers and pick up checks and vouchers for approval from the Comptroller General's Office. A mail room is maintained by the Unit.

An offset press, obtained last year, is kept in continuous use by an experienced operator. By printing envelopes, letterheads and necessary forms for the Department use and printing all bid notices for the Purchasing Department, a great saving has been affected.

A copy machine is maintained and copies for all units in the Division are reproduced.

The following listing shows the monthly sales of office supplies during the year:

July 30, 1966	\$ 7,411.92
August 31, 1966	4,470.50
September 30, 1966	6,234.40
October 31, 1966	6,753.38
November 30, 1966	7,376.75
December 29, 1966	10,008.28
January 27, 1967	8,195.25
February 27, 1967	6,487.58
March 30, 1967	9,656.66
April 28, 1967	6,720.36
May 31, 1967	6,818.09
June 30, 1967	6,763.42

Statement No. 18

OFFICE SUPPLY REVOLVING FUND
Statement of Income for Period July 1, 1966 to June 30, 1967

Sales		\$ 88,790.51
Cost of Sales		
Inventory—July 1, 1966	\$ 10,083.42	
Add Purchases	90,440.35	
	<u>\$100,523.77</u>	
Less Inventory—June 30, 1967	12,654.60	\$ 87,869.17
Increase		<u>\$ 921.34</u>

Statement No. 19

OFFICE SUPPLY REVOLVING FUND
STATEMENT OF RECEIPTS AND DISBURSEMENTS

Balance—July 1, 1966 ⁷		<i>16,375.84</i>
State Treasurer		\$ <u>4,032.88</u>
Receipts:		
Sales	\$ 89,650.15	
State of S. C.—Increase in Fund	<u>10,000.00</u>	\$ <u>99,650.15</u> <i>120,237.28</i>
Total Balance and Receipts		<u>\$103,683.03</u> <i>136,613.12</i>
Disbursements		\$ <u>87,307.19</u> <i>131,012.34</i>
Balance—June 30, 1967, State Treasurer		<u>16,375.84</u> <i>5,600.78</i>
Total Disbursements and Balance		<u>\$103,683.03</u> <i>136,613.12</i>

Statement No. 20

OFFICE SUPPLY REVOLVING FUND
Statement of Account Balances—June 30, 1967

Cash—State Treasurer	\$ 16,375.84
Accounts Receivable	6,195.59
Office Supplies on Hand	12,654.60
Total Assets	<u>\$ 35,226.03</u>

Liabilities and Earned Balance

Accounts Payable	\$ 4,428.99
Due State of South Carolina	20,000.00
Earned Balance—June 30, 1967	10,797.04
Total Liabilities and Earned Balance	<u>\$ 35,226.03</u>

CENTRAL PURCHASING

The State Purchasing Office during the year served all of the State agencies and in addition forty counties, one hundred and thirteen municipalities, forty-two school districts and twenty other political subdivisions. The dollar volume for political subdivisions more than doubled over the previous year. The increased participation by political subdivisions is a result of a continuing program to make these political subdivisions aware of the savings possible through use of contracts awarded for large quantities and commodities delivered from the warehouse facilities of the State Highway Department.

By the end of the fiscal year June 30, 1967 one hundred twenty-three term contracts covering one hundred fifty-seven commodities were in effect. Contracts awarded during the month of June for Fire Extinguishers, Motor Oil, Welding Gases and Concrete Culvert Pipe reflected decreases in prices ranging from 0.3% to 2.5%. These reductions in prices, in face of generally rising cost, are possible because of increased volume and greater competition among the bidders.

All purchases made during the year are being analyzed to determine which commodities can be placed under additional term contracts to effect more savings and greater efficiency in the purchasing office.

Efforts have continued to establish more periodic buying during the year. This has been very effective in the purchase of automobiles and trucks. Vehicles purchased on contracts awarded during December when the number of vehicles exceeded three hundred show a price decrease of approximately twenty percent under vehicles purchased 25 single units during May and June. Mobile equipment which includes cars, trucks, tractors and general highway maintenance equipment amounted to twenty-five percent of the total purchases made during the fiscal year.

Following are statements showing the activity of the Purchasing Office for the fiscal year 1966-67. An increase of approximately one and one-half million dollars is shown over the previous year, and all indications point toward constant increases in volume as additional counties, municipalities, school districts and other political subdivisions take part in the program.

Statement No. 21

CENTRAL PURCHASING

SUMMARY

June 30, 1967

Total Direct Purchases for State Agencies	\$12,171,346.15
Total Direct Purchases for Political Subdivisions	968,846.52
Total Purchase Orders Issued	\$13,140,192.67
Total Purchase by State Agencies against Term Contracts made by Purchasing Office	\$ 5,589,588.27
Total Purchases by Political Subdivisions against Term Contracts made by Purchasing Office	969,059.42
Total Purchases against Term Contracts	\$ 6,558,647.69
Total All Purchases	\$19,698,840.36
Total Sales of Used Equipment conducted by Purchasing Office	\$ 70,299 13
Total Dollar Volume for Fiscal Year	\$19,769,139.49

Statement No. 22

CENTRAL PURCHASING

Detail of Term Contracts

June 30, 1967

Asphalt—Cements, Emulsions, Cutback, Cold Laid Mixes	\$1,187,945.95
Culvert Pipe	477,652.70
Gasoline: State Agencies	\$2,598,425.35
Political Subdivisions	735,178.82
Total Gasoline	3,333,604.17
Motor Oil: State Agencies	\$ 90,567.39
Political Subdivisions	\$ 17,552.00
Total Motor Oil	108,119.39
Automotive Replacements Parts	607,646.77
Tire Recapping	120,570.63
Coal	47,682.40
Fuel Oil: State Agencies	\$ 151,229.04
Political Subdivisions	150,218.78
Total Fuel Oil	301,447.82
Welding Gases	11,079.07
Drugs—Medicines	285,790.03
Fertilizer	11,270.00
Janitorial Supplies: State Agencies	\$ 33,583.41
Political Subdivisions	21,958.78
Total Janitorial Supplies	55,542.19
Fire Extinguishers: State Agencies	\$ 5,464.09
Political Subdivisions	4,832.48
Total Fire Extinguishers	10,296.57
Total	\$6,558,647.69

SURPLUS PROPERTY PROCUREMENT

The Surplus Property Procurement Division was set up by *An Act* signed by the then Governor J. Strom Thurmond on April 30, 1947. This was necessary to make entitles of South Carolina and other institutions eligible to receive real and personal property under the regulations of the War Assets Administration.

For the fiscal year of July 1, 1966 to June 30, 1967, the Surplus Property Procurement Division transferred property from the Federal Government to eligible donees with an acquisition cost of \$4,912,340.00. This is a self-supporting program with recipients of the surplus property paying only the cost of handling, warehousing and delivery. Handling charges and administration costs amount to less than 10% of the acquisition value of the property, and estimated average residual value of the property ranges from a low of 10% to a high of 100%; frequently equipment which has never been uncrated or used in any way is declared surplus and made available for distribution.

While there was property with an acquisition cost of \$4,912,340.00 transferred to eligible donees, there was only \$3,651, 668.00 worth of property received. Property received was \$1,260,772.00 less than property donated, which reduced the stock considerably. This is due to circumstances beyond state control; viz: the Vietnam War and many new federal agencies being set up which have priority as to screening and securing federal property.

This reduction in quantity and quality of surplus property caused a deficit of \$27,589.57 during the fiscal year.

Since the program began in 1947, property acquired by the Federal Government at a cost of approximately \$72,912,340.00 has been delivered to tax-supported and tax-exempt educational and health institutions, libraries and Civil Defense units in South Carolina.

In 1966-67, 890 requests were made to the Department of Health, Education and Welfare for property located in this and other states. There were 2,480 deliveries made to individual institutions, county school systems, city school systems, Civil Defense units and libraries. Donable property being distributed ranges from scratch pads to office furniture, supplies, hand tools, machine tools, motor vehicles, clothing, buildings and land.

The Surplus Property Procurement Division does not take title to Federal Government surplus property. It only has custody of the property from the time it is picked up until it is delivered to eligible donees. Employees of this department screen warehouses at Government installations generally in the Southeast—although surplus equipment has been obtained from throughout the United States. Items are delivered to the State warehouse in Lexington County where representatives of eligible donees screen the merchandise for their own utilization.

A tract of State property in Lexington County near the Airport has been assigned for storage of surplus property. The fourth warehouse has been erected giving approximately 50,000 square feet of floor space, which is used for display, storage space and work shops. All of the warehouses consist of surplus property obtained for that purpose, and the cost of erection averages less than \$2.00 a square foot.

Statement No. 23

Assets		
Current:		
On Deposit with State Treasurer	\$ 46,625.74	
Accounts Receivable	21,125.72	\$ 67,751.46
Fixed:		
Buildings (On State Land)	\$ 94,664.13	
Office Furniture	2,019.46	
Office Equipment	7,368.48	
Motor Vehicle Equipment	10,879.51	
	\$114,931.58	
Less: Accumulated Depreciation	20,617.38	94,314.20
Other:		
Prepaid Insurance	\$ 875.49	
Permanent Improvement Fund—on Deposit with State Treasurer	3,435.87	\$ 4,311.36
Total Assets		<u>\$166,377.02</u>

Liabilities and Donees' Equity

Current Liabilities:		
Reimbursement due General Fund—State of South Carolina	\$ 43,686.62	
Long Term Liabilities—Due to State of South Carolina (Revolving Fund)	10,000.00	\$ 53,686.62
Donees' Equity:		
Balance—July 1, 1966	\$143,804.07	
Less—Net Loss for Period	31,113.67	\$112,690.40
Total Liabilities and Donees' Equity		<u>\$166,377.02</u>

Statement No. 24

SURPLUS PROPERTY REVOLVING FUND

Statement of Profit and Loss

July 1, 1966 to June 30, 1967

Income:

Charges to Agencies for Handling Property	\$137,629.88
Reimbursement from Federal Government	3,048.18
	<hr/>
	\$140,678.06

Expenses:

Salaries and Wages	\$127,416.53
Freight	12,031.86
Telephone	2,153.85
Office Supplies	2,781.44
Rent	7,242.00
Electricity	1,788.67
Motor Vehicle Supplies	2,628.82
Equipment Repairs and Maintenance	441.97
Repairs—Donable Property	3,310.82
Travel	6,316.93
Insurance	1,078.38
Dues	50.00
Heating	127.53
Depreciation	2,961.03
Miscellaneous	1,461.90
	<hr/>
	\$171,791.73
Net Loss	<hr/>
	\$ 31,113.67

STATE PROPERTY

Capital Complex

For almost a century the Capitol Building was adequate for the three branches of State Government and for the constitutional offices. Continuing growth of State Government, however, made this method of operation more and more unsatisfactory, until it became necessary to relocate the Governor's office in the Hampton Building to provide additional space for the chief executive, and for constitutional offices remaining in the Capitol.

Completion of two new buildings (Rutledge and Sims) made it possible to relocate the Comptroller, State Treasurer and Secretary of the State in the Hampton Building where other constitutional offices, except the Superintendent of Education, were already located. The General Assembly then made funds available for renovation of the east wing of the Capitol as a permanent location for the office of the Governor and his staff.

Renovations were completed in February, 1967 and the office was occupied by Governor McNair. The Secretary of State was

moved into the space vacated in the Hampton Building a few months later, after minor changes were made to provide for functions of that office.

Central State Government comprises approximately 660,000 gross square feet in office buildings, including 375,000 square feet of net usable space and 35,000 square feet for warehousing and records storage. The net gross space ratio of 57:100 is distorted by buildings with unusable space and apartment buildings which were not designed for use as offices.

As the fiscal year ended the State is renting approximately 40,000 square feet of office space in commercial buildings at an annual cost of about \$65,000.00. It is estimated that a new building of 150,000 gross square feet will be required to house state agencies by the end of 1970. Growth rates over the past ten years, if continued, will require some three million gross square feet by 1985 for the housing of Central State Government.

The Budget and Control Board, recognizing that an orderly approach to meeting space needs is essential, authorized a study of parking needs in the Capital Complex. It is indicated that there is presently a deficiency of approximately 1,200 parking spaces which accounts for the critical condition in the Capitol area. This study has been combined with a building needs study designed to define needs through 1972, with a second phase to project requirements over a longer period of time. The initial phase of the study will be completed prior to the convening of the General Assembly in 1968.

The Board further authorized the development of a long range landscaping plan for the Governor's Mansion and for the Capitol grounds. Both of these areas, which are so important to the citizens of the State and visitors, have been subject to more or less haphazard planning and maintenance since the years of the depression.

Columbia Airport Property

At the end of World War II the State acquired a portion of the property in Lexington County which had been used as the Columbia Army Air Base. Approximately 500 acres of this land is not now in use, and the Budget and Control Board approved the principle that this area can be made available for industrial development which would appear to be the highest and best use

in view of its location in relation to the Columbia Metropolitan Airport. During the year one tract of approximately 30 acres was sold for industrial development at an appraised price of \$45,000.00.

An exchange of land was made with Columbia Airport of a tract of 10 acres which lay in the heart of the campus of the Opportunity School. The land exchanged provided a buffer strip for the Airport along the edge of the campus of the Area Trade School and a small plot of the western edge of state property contiguous the main runway extension at the Airport.

The Board further made definite assignments of campus areas to the Opportunity School and the Area Trade School, with an additional assignment of land for the Surplus Property Donation Program.

Camp Styx

The State retains portions of the Camp Styx property adjacent to Fish Hatchery Road in Lexington County. Several years ago the Brookland-Cayce School System indicated that it would be necessary to provide public school facilities for this growing community. During the year the State sold this land consisting of 40 acres in the amount of \$20,000.00. In connection with the transaction additional land was assigned to the Wildlife Commission to protect the water shed for the Fish Hatchery which has been in operation at this location for a number of years. The mineral lease-agreement dated September 20, 1957, between the State of South Carolina and lessees W. R. Hildebrand, Larry Marsh, and W. J. Williams, all of Owensboro, Kentucky, and Jay Kautman of Indianapolis, Indiana, for certain mining rights on State owned property in Lexington County remained in effect during the year. No mining has taken place, but exploration and borings were made for test purposes.

Fort Moultrie

The Fort Moultrie property on Sullivan's Island has played a prominent part in the history of South Carolina from the days of its settlement. The State originally provided this land for a Federal installation; it was recaptured by Federal troops during the War Between the States, was activated during two

world wars, and was returned to State control about 1947 to be maintained for historical purposes. From that time it was kept largely in a caretaker status until the National Parks Service indicated an interest in developing the fort as an historical site to be operated in conjunction with the Fort Sumter Monument. Negotiations for the return of the property to the Federal Government took place over a period of approximately four years with the Board of Township Commissioners of Sullivan's Island playing an important role in the determination of the land which should be included in the Site and what disposition should be made of the remaining parcels.

On July 1, 1966, a conference was held with the Director of the Parks Service where an agreement was reached for the return of certain Batteries and the Parade Grounds to the Federal Government, and this transfer was authorized in March, 1967. Restrictions on the remaining parcels were released and these areas were transferred to the Board of Township Commissioners for public use during the current year. The State has thus concluded its interest in the Fort Moultrie property except as it pertains to continued public use for the citizens of Sullivan's Island and of the State.

Tidelands

The Division of General Services, the Office of the Attorney General and the Division of Commercial Fisheries of the Wildlife Resource Commission continued active cooperation to protect the interest of the public in the tidelands. Although a number of encroachments were noted and dealt with, it is difficult to assure proper management for these vast areas under existing conditions. The Attorney General is instituting legal action which should result in case law as precedent for protection of these valuable state assets.

The Pine Hall-Pomona Corporation of Greensboro, North Carolina, continued explorations of phosphate deposits under its lease of 1966 which may lead to the mining and removal of phosphatic materials. At present there is no indication of the development of commercial facilities.

SOUTH CAROLINA STATE LIBRARY



001 01 0071514 2

S. C. STATE LIBRARY